

# **ACADEMIC TALENT SEARCH**

## **OFFICE ASSISTANT**

*This is a part-time, Federal Work-Study position that reports to the Manager of Academic Talent Search and is located on the main JWCC campus in Quincy, Illinois.*

### **JOB DESCRIPTION**

This position will serve as extra office support to complete office duties within the Academic Talent Search office. Duties include:

- File
- Make Copies
- Stuff Envelopes
- Other duties as assigned

### **QUALIFICATIONS**

Students applying for this position will need to be current JWCC students. Eligibility to work within the Work-Study program is required. This individual will need to have good communication skills and the ability to work independently. Position does require familiarity with Microsoft office.

### **SALARY**

IL Minimum Wage

### **APPLICATION**

Students who are interested in this position will need to complete a Federal Work-Study application. Please select “Academic Talent Search” to apply for this specific role. Once eligibility is approved, your application will be forwarded on to the department supervisor.

*Applications from qualified persons who are members of racial or ethnic minorities, women, individuals with disabilities, and veterans are encouraged to apply. John Wood Community College is an Equal Opportunity/Affirmative Action employer and does not discriminate on the basis of race, color, national or ethnic origin, sex, religion, disability or other factors prohibited by law.*